

REPORTS OF WORK

ATTACHMENT # 2

REPORTS OF WORK

MONTHLY ACTIVITY REPORT

The contractor shall submit a monthly activity report summarizing the following: man-hours completed for the period, equipment setups, equipment loans, video duplications, video edits, video productions, preventive maintenance completed, and maintenance repairs. The report shall be categorized by the program requesting the services. The report shall be provided in an electronic format and must be easily accessible to EPA-RTP LAN(s). One copy shall be submitted to the EPA Project Officer and a copy of the letter of transmittal to the Contracting Officer by the 15th day of the month following the reported month.

PREVENTIVE MAINTENANCE SCHEDULE

The contractor shall submit a detailed preventive maintenance schedule to the EPA Project Officer and provide a copy of the transmittal letter to the Contracting Officer within 15 calendar days prior to the start of performing preventive maintenance and inspections. The Project Officer will grant approval or disapproval in writing within 10 days after receiving the schedule. If the proposed schedule is not acceptable, the Contractor shall submit a revised plan within 5 days of receiving comments from the EPA Project Officer.

INSPECTION / INVENTORY REPORT

The contractor shall submit an inspection report to the EPA Project Officer and a copy of the transmittal letter to the Contracting Officer by the 25th of each month that follows the reported period. The report shall provide a brief description of any defective equipment or equipment that is considered unacceptable for performance. The report shall be provided in an electronic format and must be easily accessible to the EPA-RTP LAN(s).

SUPPLY OF CONSUMABLE ITEMS

The contractor shall submit an inventory report of consumable items to the EPA Project Officer and a copy of the transmittal letter to the Contracting Officer by the 25th of each month that follows the reported period. The report shall provide the monthly consumption of consumable items such as but not limited to, markers, erasers and flipcharts. The report shall be provided in an electronic format and must be easily accessible to the EPA-RTP LAN(s).